

**CITY OF
WOLVERHAMPTON
COUNCIL**

MOLINEUX STADIUM SAFETY ADVISORY GROUP

CONSTITUTION & TERMS OF REFERENCE

1.0 Introduction

- 1.1 The Safety of Sports Grounds Act 1975 and the Fire Safety and Safety of Places of Sports Act 1987 place statutory duties on the City Of Wolverhampton Council (the council) in relation to the certification of certain qualifying sports grounds and the monitoring of compliance of those certificates.
- 1.2 In line with Sports Ground Safety Authority guidelines on safety certification, a safety advisory group has been established to act specifically in relation to the Molineux Stadium. This group is to be known as the Molineux Stadium Safety Advisory Group (MSSAG).
- 1.3 The Molineux Stadium Safety Advisory Group is a multi-agency group established to provide specialist advice to the Council regarding the terms and conditions included within the Safety Certificate and on-going compliance with the Certificate.
- 1.4 The fundamental aim of the Council is to ensure the reasonable safety of those present during an event at the Stadium.
- 1.5 The Molineux Stadium Safety Advisory Group has a direct link to Wolverhampton's corporate plan of keeping the city safe.

2.0 Roles and Responsibilities

- 2.1 Responsibility for the function of sports grounds safety certification rests with the Council's Non-Statutory Licensing Committee (LC).
- 2.2 The Head of Business Services will oversee compliance with the statutory duties imposed by the Safety of Sports Grounds Act 1975 and the Fire Safety and Safety of Places of Sports Act 1987.
- 2.3 The Commercial Regulation Manager will chair the Molineux Stadium Safety Advisory Group. The Vice Chair will be a Section Leader (Licensing) or an alternative suitable officer.
- 2.4 The operational role will be carried out by Senior Officers within Environmental Health Commercial.
- 2.5 The role of the MSSAG is to act as a specialist forum to consider issues relating to the safety of those present during an event at

Molineux Stadium and to advise the Council in order that appropriate decisions can be made in relation to safety. Such decisions can be made by the Head of Business Services and other appropriately authorised officers but may in some circumstances be referred to the Non-Statutory Licensing Committee for a decision.

2.6 Members of the group should advise the Council on matters within their specialist area that are relevant to securing the aim of the MSSAG, the safety of those present during an event.

2.7 Details of individual organisations roles and responsibilities are detailed in Appendix 1.

3.0 **Terms of Reference**

3.1 The main role of the Safety Advisory Group is:

- Members of the group provide specialist advice to the Council to help it discharge its functions under sports ground legislation.
- Provide a forum in which all the agencies concerned with the safety of those present during an event can develop a consistent and proportionate approach, providing advice and assistance to certificate holders and event planners on safety related issues;
- Receive and discuss all proposals for any alterations to the ground;
- Undertake an annual inspection of the stadium;
- Accurately record and minute all of its business, whether it relates to the work of the main group or any sub-group and ensure the minutes of all meetings are forwarded to the LC.

4.0 **Constitution**

4.1 The MSSAG core group shall comprise of the following or their authorised representatives:-

- **Wolverhampton City Council**
 - Commercial Regulation Manager (Chair)
 - Section Leader (Licensing) (Vice Chair)
 - Senior Officer Environmental Health
 - Senior Building Inspector
- **West Midlands Police**
 - Football United Supervisor or
 - Dedicated Football Officer
- **West Midlands Police Counter terrorism officer**
- **West Midlands Fire Service**
 - Officer from the Licensing Team

- **West Midlands Ambulance Service**
 - Manager
 - **Sports Ground Safety Authority**
 - Appointed Inspector
 - **Wolverhampton Wanderers Football Club**
 - Head of Football Administration
 - Head of Operations
 - Deputy Safety Officer
 - **St John's Ambulance Service**
 - Event Delivery Co-ordinator
- 4.2 The various spectator groups attending the Wolverhampton Wanderers 'Fans' Parliament' shall be represented at the MSSAG by officers of the Wolverhampton Wanderers Football Club.
- 4.3 The quorum of the group shall be a minimum of three core members, one of whom must be the Commercial Regulation Manager or his appointed nominee or the Senior Officer Environmental Health (Commercial).
- 4.4 The core group shall meet on at least three occasions each year plus at any other time deemed necessary by the Commercial Regulation Manager, either on his or any other core members' request.
- 4.5 The Commercial Regulation Manager or nominee or the Senior Officer may, from time to time, convene an "Urgent Matters Group", at short notice, to consider any specific issue that falls within the general remit of the group or respond to incidents of concern or note. All meetings of the Urgent Matters Group shall be attended by the relevant people present for decisions to be made and minuted.
- 4.6 Minutes of all meetings will be sent for information to the Non-Statutory Licensing Committee.
- 4.7 Where a meeting will discuss confidential counter terrorism information and/or intelligence, only the following people/representatives shall be present for those discussions:
- **City of Wolverhampton Council:**
 - Commercial Regulation Manager (Chair)
 - Section Leader (Licensing) (Vice Chair)
 - Senior Officer Environmental Health
 - **West Midlands Police**
 - Chief Superintendent or Assistant Chief Superintendent
 - Counter terrorism officer (s)
 - **Wolverhampton Wanderers**
 - Head of Football Administration/Head of Operations/Deputy Safety Officer

- 4.8 Any written papers relating to confidential counter terrorism information and/or intelligence shall be marked according to the Government Security Classification Policy (GSCP).
- 4.9 The minutes of meetings will be adapted to ensure that, in relation to counter terrorism information and/or intelligence, the aims of the GSCP are not compromised.

Appendix 1

Roles/Responsibilities

Licensing Services/Environmental Health Commercial

- Fulfil the statutory duties of the Council under the Safety of Sports Grounds Act 1975 (As amended).
- To provide a named Senior Officer as a Lead Officer to co-ordinate correspondence between the Club and the Council. To provide technical advice and appraisal of published documents relating to safety of sports grounds and public events and to inform on any implications arising.
- Act in a co-ordinating role for all members of the SAG and arrange meetings as appropriate.
- Ensure that SAG meetings are properly constituted and documented and that the SAG properly discharges the responsibilities delegated to it by the Council.
- Ensure that SAG meetings are chaired by a person of suitable experience and status. In the event of clear divisions on matters of policy emerging amongst members of the SAG, this person will endeavour to seek a consensus view.
- Ensure that recommendations made by the SAG are considered and progressed as appropriate.
- To ensure that the conditions of the safety certificate issued are properly prepared, monitored, enforced, reviewed and where necessary amended on a regular basis.
- Advise on any breaches of the Safety Certificate and/or other occurrences which did or could affect the safety of those at the Stadium and to take action where appropriate.
- Arrange for reports to be made to inform relevant Council Cabinet Members of developments at the Stadium and action taken on the recommendation of the SAG.

Building Control

To provide a building control officer with appropriate experience to:

- Provide technical advice within the remit of the service regarding constructional and drainage matters, provision for disabled persons, means of escape in case of fire together with compliance with the provisions of the Building Act 1984 and the Building Regulations 2010 as they relate to sports grounds.
- Advise on any breaches of the Safety Certificate and/or other occurrences which did or could affect the safety of those at the Stadium.
- Attendance at the annual walkabout inspection.

West Midlands Police

To provide at least one representative of appropriate experience/competency who has full authority of the relevant service to give advice and guidance and make recommendations on safety issues and advise on:

- Any local information that may have a bearing on public safety
- All technical/legal aspects of legislation within the remit of the Service as they relate to sports grounds safety.
- Public safety and crowd management matters referred to in the Guide to Safety at Sports Grounds or other relevant publications including risks from crowd disorder and anti-social behaviour.
- Matters related to counter terrorism.
- Matters relating to the issue, monitoring, enforcement, review or amendment of a General/Special safety Certificate.
- Any breaches of the General/Special Safety Certificate safety.

West Midlands Fire Service

To provide at least one representative of appropriate experience/competency who has full authority of the relevant service to give advice and guidance and make recommendations on safety issues and advise on:

- Matters related to fire safety at the Stadium and to provide professional advice in respect of building design and construction in consultation with Building Control.
- Advise the SAG on the Contingency Plans for the Stadium to ensure that they are compatible with the Emergency Services Major Emergencies plan to the Stadium and surrounding areas.
- Advise on matters relating to the issue, monitoring, enforcement, review or amendment of a General/Special safety certificate or of any breaches of the Safety Certificate and/or other occurrences which did or could affect the safety of those at the Stadium.
- Attendance at the annual walkabout inspection.

West Midlands Ambulance Service

To provide a representative of appropriate experience/competency to:

- Advise on all matters relating to the provision of first aid and medical services at the Stadium to ensure compliance with relevant current guidelines and requirements.
- Advise the SAG on the Medical and Contingency Plans for the Stadium to ensure that they are compatible with the Emergency Services Major Emergencies Plan to the Stadium and surrounding areas.

St John's Ambulance

- To provide a representative to feed back on first aid provided during a match.
- To highlight any matters of concern relating to the provision of first aid and medical services at the Stadium

Wolverhampton Wanderers Football Club

- Participate in the discussions of the SAG and provide information on the Club's arrangements regarding safety management and general operations of the Stadium and surrounding areas.
- Advise the SAG of any proposed alterations to the Stadium.
- Report to the SAG on the performance of safety management arrangements and of any occurrences which did or could have affected the safety of the spectators at the Stadium or surrounding areas.
- Report to the SAG on the application of the standards and recommendations of the Guide to Safety at Sports Grounds ("The Green Guide") or from the Sports Grounds Safety Authority and any other relevant legislation, guidance and best practice to achieve safe conditions.

Sports Ground Safety Authority

- Arrange for the regional inspector to attend SAG meetings to provide advice and guidance.